

Open Records Requests and Records Retention

The Library, as a public agency, is required to comply with all applicable state and federal laws and regulations related to Open Records.

Requests for records

The Library Director (or designee) acts as Custodian for all Open Records Requests. Requests must be in writing and must contain the requestor's name, a description of the documents that are being requested, and the requestor's signature. Emailed requests will not be honored. The requestor will be directed to make the request in printed form.

Response

A public agency has three days (excluding Saturdays, Sundays, and legal holidays) in which to respond to an Open Records Request. This time begins to expire the day after the request is received.

The response to a request ideally will contain the materials collected but may instead indicate a reasonable timeframe for securing the requested documents or a reason why the request will not be met.

On site examination of records

Individuals requesting information will be allowed to conduct on-site inspection of records during the regular hours of the office of administration (8am until 5pm, Monday through Friday). Records must be reviewed in the location set by the library. An individual may copy records, but may not remove documents or add documents to those provided for review. The library has responsibility for protecting the security of public records in its custody, and may require that a staff member be present during any inspection of records or copying of records.

Exempt records

Most records maintained by the library are open to the public. Under KRS 61.878 certain records are exempted from inspection. There are fourteen types of exempt records. Every effort will be made to make all non-exempt records available. Some personnel records may contain redaction of exempt information to prevent an invasion of privacy per KRS 61.878(4). As opined by the Attorney General, library patron registration records, circulation records, program participation records, and computer usage are all exempt from the Open Records laws.

Denial of request

In some cases, the Library may find that a request creates an unreasonable burden and may deny such request. Requests that the Library believes are intended to disrupt its essential functions may also be denied. In these cases, the Library will provide evidence to the requestor of the basis of its belief. Evidence may include an estimation of time/expense to retrieve the records or a duplication in the type/nature of the request.

Copies

Copies of any requested materials may be provided at a cost of \$0.10 per page. Requests for specialized copies (i.e. color or oversized copies) will be provided at the cost incurred by the Library to produce them. Payment is expected at the time of delivery.

Retained records

The Library will maintain and retains records in accordance with applicable laws and regulations. A Record Retention Schedule, listing which documents must be retained and for how long is available from the Kentucky Department for Libraries and Archives. The Henry County Public Library will adhere to this schedule, disposing of all other documents as appropriate.

Such practices will include the permanent retention of:

- Annual budgets
- Annual reports
- Auditor reports
- Blueprints and construction or renovation documentation(duplicate copies may be discarded)
- Board meeting minutes and agendas

Other records not specifically noted or required by applicable laws may be retained or discarded according to applicable timetables.